

**Records & Archives Management Committee**  
**Friday, 24 January 2003, 10:00 AM**  
**J. V. Fletcher Library, Mary Atwood Room**

Members Present: Ginny Moore, Ellen Harde, Jane Hinckley, Kaari Tari. Absent: Bob Oliphant

**Archives Center**

Members discussed Library Director Ellen Rainville's idea to use the Friends of the Library sorting room as an Archives Center if another location can be secured for the sorting room and additional meeting space. The Library Trustees are interested in using a few nodes from the portable classrooms at Millenium School, once they become available to take care of those space needs.

**Grants**

Members discussed funding options for the Archives Center including historic preservation funding available from Community Preservation funds. K. Tari will find out about the application process and forward the materials to G. Moore, who will work with B. Oliphant on a draft application for members to review at a future meeting. It was agreed that other sources of grant money should be sought to possibly match funds. G. Moore indicated that an engineering grant would also be needed to determine the vault installation process. The Lowell Community Foundation may have monies available. E. Harde suggested that there may be engineers in Town who are willing to volunteer their time. The collaborative efforts between town boards and non town boards should be focused on when applying for grants, such as the Historic Records Survey done in 2000, the archives cleaning day held in 2002 summer.

**Basement Vault at Town Hall**

Members discussed options for dealing with the damp conditions of the basement vault at Town Hall. Northeast document services has suggested bringing in an environmental engineer to determine the source of the moisture and ways to suspend it. E. Harde suggested looking for an Environmental Engineer who might be willing to donate their time. Storing Archives at the Museum or Cottage was also discussed as a possible solution for safer storage for records.

**Corresponding**

E. Harde will draft a letter to the Trustees to indicate our interest in locating the Archives Center to the Library.

E. Harde will draft a letter to the Historical Society and Commission to find out the availability of space for additional Town records in the short term.

K. Tari will draft a letter to the editor seeking volunteer engineers to assist in the process of dealing with the vault dampness and structural issues for the archives center at the library.

**Town Report**

B. Oliphant will be asked to prepare a report regarding the activities of the Committee during its first year of existence.

**Records**

Members discussed what to do with old financial records that are not considered permanent and may or may not be of historical value. It was decided to hold onto them but not to bother microfilming them.

**Space**

Members discussed the storage space shortage at Town Hall. E. Harde suggested that an electronics pickup could be arranged on May 3<sup>rd</sup> during the town-wide yard sale, once the Town declare it surplus. Whatever is not sold will be picked up following the sale. If Departments are given until May 3<sup>rd</sup> to sort through equipment, then space could be made for records storage. K. Tari will contact the Town Manager with the idea.

The meeting ended at 11:15 am.

Respectfully submitted,

Kaari Mai Tari  
Clerk